
STATE OF IOWA DEPARTMENT OF

Health ^{AND} Human

SERVICES

HHS Town Hall

October 28, 2022

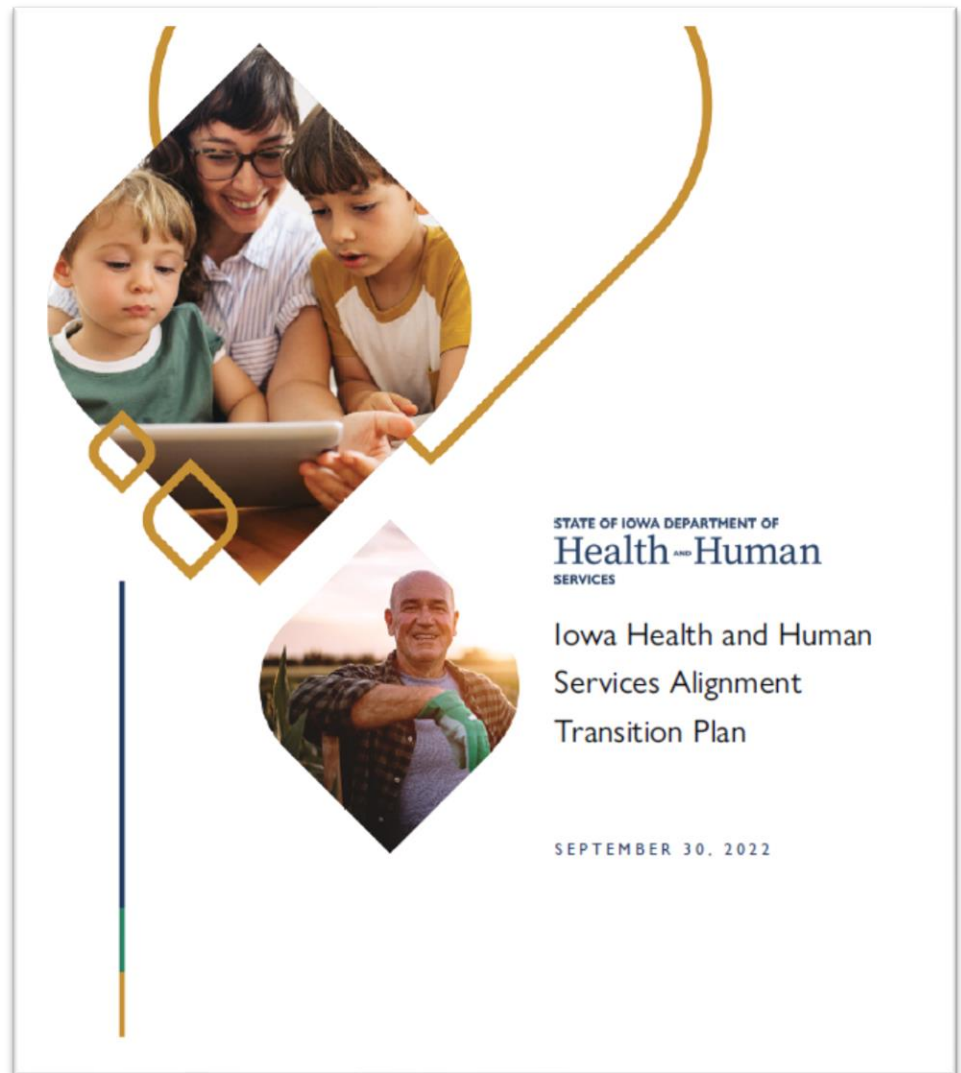
Agenda

■ Transition Plan

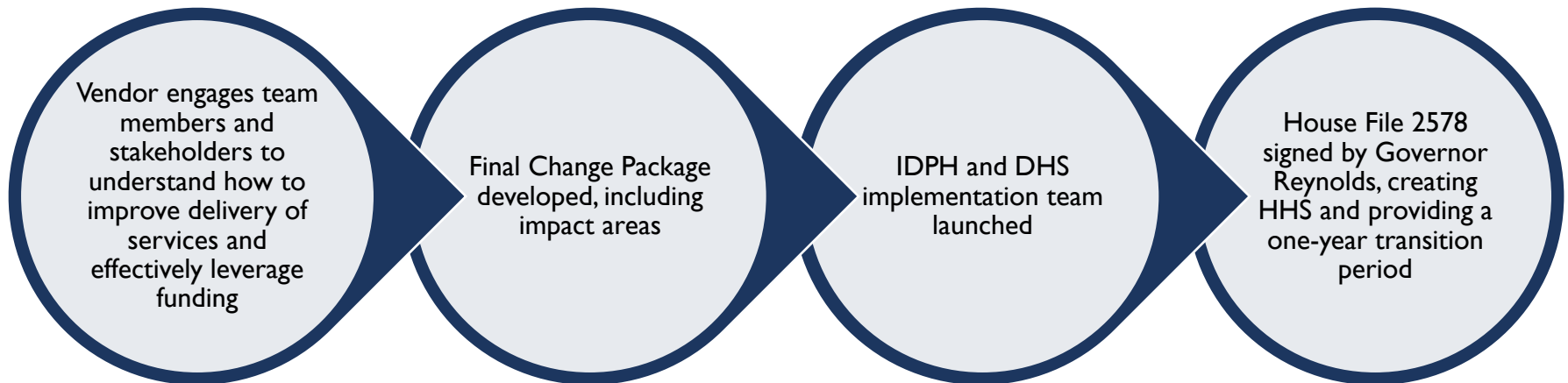
- Overview and Background
- Strategic Planning
- Organizational Structure and Personnel
- Office Space and Infrastructure
- Contracts, Grants, Data Sharing, and Other Agreements
- Technology Services
- Budget Transfer and Reconciliation
- Statute and Administrative Rules
- Boards, Commissions, Committees, Councils, or Other Bodies
- Organizational Culture

Transition Plan

- Published September 30, 2022 on idph.iowa.gov and dhs.iowa.gov.
- Describes stakeholder and staff engagement, our process, work we have completed so far, tasks identified as necessary to complete the transition phase of alignment, and timeline.



Overview and Background




Tasks to Complete: Strategic Planning


STRATEGIC PLANNING


TO BE COMPLETED
BY JULY 1, 2023

TO BE COMPLETED
AFTER JULY 1, 2023











 Complete  In Progress  In the pipeline

 Develop department mission statement, vision statements, and guiding principles

 Submit annual strategic plan updates according to DOM guidance

 Develop department strategic plan and corresponding implementation strategies and reporting structures











Tasks to Complete: Organizational Structure and Personnel

ORGANIZATIONAL STRUCTURE AND PERSONNEL	
TO BE COMPLETED BY JULY 1, 2023	TO BE COMPLETED AFTER JULY 1, 2023
 Complete  In Progress  In the pipeline	
 Create high-level functional organizational chart for a combined department	 Evaluate position classifications in use across the merged department
 Create detailed table of organization to the individual employee level	 Monitor staff morale and department operations and adjust organizational structure as needed
 Hire leadership positions as approved	
 Adopt employee policies, standard procedures, and templates for human resource functions and other administrative needs	
 Move employees into the consolidated organizational structure	

Update: Organizational Structure and Personnel

- Held sessions to walk through draft staff-level tables of organization.
- Draft tables of organization are subject to change as leadership positions are hired.
- Revised Community Access and Family Well-Being and Protection tables of organization.
- Jobs posted:
 - Community Access and Family Well-Being and Protection Director interviews scheduled November 7-8
 - Additional Community Access and Family Well-Being and Protection leadership positions close November 3
 - Chief Information Officer posting closes November 9

Tasks to Complete: Office Space and Infrastructure













OFFICE SPACE & INFRASTRUCTURE	
TO BE COMPLETED BEFORE JULY 1, 2023	TO BE COMPLETED AFTER JULY 1, 2023
 Complete  In Progress  In the pipeline	
 Create a space plan for merging Capitol complex staff into one state office building	 Conduct a detailed review of field office physical infrastructure
 Deploy the necessary technology infrastructure to support the consolidation of staff	 Begin regular evaluation of office space structures and service delivery sites to ensure they are meeting the needs of the state over time
 Provide notice of any movement in public-facing services	
 Move all Capitol complex employees and public-facing functions into the Lucas or Hoover State Office Building	
 Change signage on all office buildings	

Update: Office Space and Infrastructure













- Space planning contractor developed a draft high-level floor plan for the Lucas Building.
- We will receive a proposed budget and timeline mid-November.



Tasks to Complete: Contracts, Grants, Data Sharing and Other Agreements

CONTRACTS, GRANTS, DATA SHARING AND OTHER AGREEMENTS	
TO BE COMPLETED BEFORE JULY 1, 2023	TO BE COMPLETED AFTER JULY 1, 2023
 Complete  In Progress  In the pipeline	
 Inventory current contracts and agreements	 Identify contracts and agreements with potential to be streamlined or merged
 Provide notification to current contractors	 Standardize contracts, including terms and conditions, as contracts expire or are amended
 Inventory federal grant programs	
 Develop new contract templates, including updated general and special conditions	
 Merge and update data sharing policies	
 Provide notification to federal funding agencies	
 Submit any required state plan amendments to federal funding agencies	

Tasks to Complete: Technology Services

TECHNOLOGY SERVICES	
TO BE COMPLETED BEFORE JULY 1, 2023	TO COMPLETE AFTER JULY 1, 2023
 Complete  In Progress  In the pipeline	
 Establish IT governance framework and committee	 Move all employees to the Microsoft platform
 Make final decision on use of Microsoft or Google platform	 Complete each technology transition initiative
 Inventory technology and data systems, software, applications hosting, and networks	 Identify licensing and systems with potential to be streamlined or merged
 Update applications and systems with new name and brand	
 Define milestones and detailed timelines for each technology transition initiative	
 Implement network infrastructure plan to support space consolidation on the Capitol complex	

Tasks to Complete: Budget Transfer and Reconciliation


BUDGET TRANSFER & RECONCILIATION


TO BE COMPLETED
BEFORE JULY 1, 2023


TO COMPLETE
AFTER JULY 1, 2023


 Complete  In Progress  In the pipeline

 Issue PACAP RFP












 Develop consolidated HHS budget request and submitted to DOM for SFY25 Governor's recommended budget consideration

 Work with DOM and DAS to perform the steps necessary for HHS to submit the SFY24 budget as a consolidated agency

 Implement identified adjustments to the PACAP

 Submit quarterly adjustments to the PACAP to coincide with staff movements into the proposed organizational structure

Tasks to Complete: Statute and Administrative Rules

STATUTE & ADMINISTRATIVE RULE	
TO BE COMPLETED BEFORE JULY 1, 2023	TO BE COMPLETED AFTER JULY 1, 2023
 Complete  In Progress  In the pipeline	
 Identify policy decisions needed to govern the new department and related code adjustments	 Complete updates to the Iowa Administrative Code
 Identify technical corrections to Iowa Code needed to establish the new department	 Draft proposed bill language for any remaining statutory update needs not completed in the 2023 legislative session
 Draft proposed bill language for consideration during the 2023 legislative session	
 Develop administrative rule update strategy	
 Identify needed changes to the Iowa Administrative Code	
 Develop administrative rule update schedule	


Tasks to Complete: Boards, Commissions, Committees, Councils, or Other Bodies

BOARDS, COMMISSIONS, COMMITTEES, COUNCILS OR OTHER BODIES

TO BE COMPLETED
BEFORE JULY 1, 2023


 Complete  In Progress  In the pipeline

 Inventory IDPH and DHS involved boards, commissions, councils, and committees

 Notify current board members of the alignment and solicit feedback on transition recommendations

 Develop transition recommendation for each body

 Submit draft bill language designed to implement each recommendation

 Transition each board, commission, council, or committee according to final direction received by the General Assembly in the 2023 legislative session

Tasks to Complete: Organizational Culture

ORGANIZATIONAL CULTURE	
TO BE COMPLETED BY JULY 1, 2023	TO BE COMPLETED AFTER JULY 1, 2023
Complete In Progress In the pipeline	
Launch department brand	Enhance website functionality using a human centered design approach
Create comprehensive branding style guide	
Launch department social media channels	
Re-brand materials	
Develop change management tools and training for managers and supervisors	
Implement regular employee feedback surveys to understand change management support needs	
Launch combined website	
Train managers and supervisors on change management strategies	
Develop additional change management supports according to needs identified in employee surveys	

Update: Organizational Culture

- Survey will be distributed **Monday, October 31** to capture feedback on alignment-related communications, change management, and employee engagement.
- Survey will be sent from noreply@qemailserver.com.
- Survey closes **Monday, November 14**.



Iowa HHS Employee Survey <noreply@qemailserver.com>... Wed, Oct 26, 4:08 PM (22 hours ago) to me ▾

Team HHS,

Thank you for participating in the 2022 HHS Department Alignment Employee Engagement Survey, which begins October 31 and ends November 14.

This survey provides the opportunity for you to identify what matters most to you in our alignment process. The survey will also help identify the tools and resources you need to thrive as we move forward with our new agency. Completing the survey will take about 15 minutes and must be completed in one sitting.

We want you to feel seen, rewarded, and engaged in your role. As you have seen previously, we are committed to using your feedback to make changes where needed. To ensure complete confidentiality of your feedback, we have partnered with Workforce Science Associates to host and maintain the online survey process.

You can access the survey with the link below. As always, I appreciate your participation and dedication to what we're building together.

[Take the survey](#)

If you have any questions please contact your supervisor.

All my best,

Director Garcia

Questions